100 Main Street

Anytown,USA 00001

November 26, 2008

Sophie Lucente

Jacksonville Hi School

25 Dover Avenue

Jacksonville, FL 32218

Deer Sophie:

Hair is a typical block style business letter. There are many mistakes in this letter. Most will knot be found when using spell check. So you may ask, “How do I fined them awl?”

Of coarse you are alud to use spell check, but isle expect that you will read each document carefully before handing it in. Most of the thyme you will no just how many errors you have placed in the document. Their could be five, ate or even twenty. Be shore to actually read your documents before printing them. Your skills in finding grammatical errors will improve greatly as a result of exercises such as this. Four each assignments ewe create, follow these steps. First, type the assignment. Next, run spell check. Last, read the document looking for grammatical errors. Simple ax like these will have a great affect on your grayed. Just take you’re time to look for a needle in the haystack of words.

Homonyms are words that are pronounced the same but have different meanings and spellings. Each document mussed be spell checked but something moor also kneads to be done. If you only spell check many errors will be mist.

Sincerely,

Ms. Turner

Business Teacher